Committee Members Present: Richard Bargetto (Co-Chair), Ed Chitty, Paul Harkin, Ron Hernandez, Ken Pearce (Co-Chair), Gwen Smith
Committee Members Absent: Andrew Lopez [A], Chip Supanich [E], Eric Sutter [A]
Council Members Present: Chuck Adams, Elaine Flores, Charles Siron
Others Present: Kevin Hutchcroft
Support Staff Present: Ali Cone, Dave Jordan, Mark Molnar, Liz Stumm

Minutes

1. Introductions
   The meeting was called to order at 3:11 pm by Co-Chair Bargetto. Everyone introduced themselves and quorum was established.

2. Review /Approve February 9th 2017 DRAFT Agenda – VOTE
   The February 9th 2017 DRAFT Agenda was reviewed and approved by consensus.

3. Review /Approve January 12th 2017 2016 DRAFT Minutes – VOTE
   The January 12th 2017 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements
   • CM Harkin announced that there is an End Hep C event tonight from 5-7 pm at 25 Van Ness on the 6th floor. They plan to review their strategic plan.

5. Public Comment
   • None.

6. Demographic Information Update
   • CS Cone reviewed the monthly demographic report.
   • We have added Zachary Davenport, pushing up the Council’s membership to 41. This has not changed the Council’s demographics drastically but has lowered the percentage of non-aligned consumers.
   • The group discussed that the Council would need 15 non-aligned consumers to meet our mandate.

7. Committee Reassignment – VOTE
   • The Committee discussed when to reassign committees.
   • MOTION: CM Pearce moves to reassign Committees and Committee Co-Chairs after the prioritization and allocation Summit.
   • CM Hernandez seconds the motion.
   • VOTE: Motion passes. See column [1] for a vote breakdown.

8. Outreach Strategies- VOTE
The Committee discussed outreach strategies to increase Council membership.

CS Jordan reported that we have been promised an application from jail house services. All of our appointed seats will be hopefully filled. We have two non-aligned consumer applications to review and two people have expressed interest who are not non-aligned consumers.

The group discussed that the Council needs 17 non-aligned consumers to meet its mandate. The Council is also under for Latinos, African Americans, Native Americans and Youth.

The group discussed if this committee should still interview non-aligned consumers.

- Co-Chair Bargetto feels the applicants should be forwarded to this committee but we can choose to put their applications on hold until we reach our mandate.
- CS Jordan will communicate with applicants that they will not be prioritized but they will keep their applications on file.

CM Chitty noted that he has talked to clients who are interested in joining the Council, but are unable to attend meetings due to their work schedule.

Co-Chair Bargetto suggested reaching out to client advisory boards who have consumers that are able to attend meetings. He would like to create a flyer to send to agencies.

- CS Molnar noted that flyers may create challenges because there is no pre-vetting of applicants. In the past, consumers have come in for interviews that are clearly not able to join the Council. This may be a painful process for consumers if they are not accepted. He suggests targeted approaches such as CABs or reaching out to social workers/providers.
- CS Jordan noted that doing COLA’s and needs assessment interviews is a good way to recruit consumers. In the past, recruitment has come from Council members who have informed people about the Council. The Council website is a good tool and he can provide people with his business cards.

The group discussed that the Council needs 1 African American, 2 Latinos, 1 Native American and 1 youth to fulfill its mandate.

- CM E. Flores noted that she identifies as a Native American as well as Latino.

CM Hernandez suggested a membership recruitment sub-committee.

- The group noted that interested parties can meet and discuss recruitment informally if necessary.

9. Council Member Attendance Report/ Council Applicants- VOTE

- Notice of Attendance to be sent:
  - None.

- Notice of Attendance sent:
  - None.

- Letters of Probation to be sent:
  - None.

- Letters of Probation sent:
  - Timothy Foster: has been communicating with Council staff and seems motivated to get back into compliance.
  - Aja Monet: Co-Chairs have been doing additional outreach to Aja, there have been challenges with his phone being off. His lack of attendance is due to work conflicts.

- Review Renewals:
  - None.

- Request(s) for Leave of Absence.
  - David Gonzalez (February- March)
  - **MOTION: Co-Chair Pearce moves to approve David Gonzalez’s leave of absence.**
  - CM Chitty seconds.
- Current Leave(s) of Absence:
  - None.
- Committee Assignments:
  - Ben Cabangun – Council Affairs
  - Cesar Cadabes- Membership, Community Engagement (2nd choice)
  - Elaine Flores – Membership
  - T.J. Lee-Miyaki - Community Engagement, Council Affairs (2nd choice)
  - Jessie Murphy – Membership, Community Engagement (2nd choice)
  - Linda Walubengo – Community Engagement
  - Eric Sutter (Membership → Community Engagement)
  - The group discussed that Council Affairs would have less members than the other two committees with this distribution.
    - CM Pearce noted that Community Engagement has two members who are currently on probation.
  - The group discussed that it would work to give all members their first choice committee assignments.
  - MOTION: Co-Chair Siron moves to approve Ben Cabangun, Cesar Cadabes, Elaine Flores, T.J. Lee-Miyaki, Jessie Murphy, Linda Walubengo and Eric Sutter’s first choice committee re-assignments.
  - CM Chitty seconds.
  - VOTE: Motion passes. See column [4] for a vote breakdown.
- Resignations/Thank You for Service to the Council
  - None.
- Review Exit Interview:
  - None.
- Dismissal Letters to be sent due to attendance requirements:
  - None.
- Review Prospective Member Application:
  - Zane Bursey
    - CS Jordan noted that Zane has attended a full council meeting. He is an African American male, heterosexual and a non-aligned consumer. He has interned at Stonewall, his references were very positive.
    - MOTION: Co-Chair Pearce moves to interview Zane Bursey.
    - CM Hernandez seconds.
    - VOTE: Motion passes. See column [5] for a vote breakdown.
  - Michael Shriver
    - CS Jordan noted that he is a white, male, non-aligned consumer. He is a long term advocate, and is on the board of the AIDS Memorial Grove.
    - MOTION: Co-Chair Siron moves to interview Michael Shriver.
    - CM Chitty seconds.
    - VOTE: Motion passes. See column [6] for a vote breakdown.
- Interview/Discuss Prospective Applicant:
  - Darpun Sachdev
    - CS Jordan noted that he spoke to her references and they had glowing reviews.
    - The group discussed asking questions about her work with LINCS.
    - MOTION: To approve Darpun Sachdev as a member of the HIV Community Planning Council.
10. Policy & Procedures

- The group reviewed the Mentor Guideline policy of the HHSPC.
- The Committee removed the “Why was the Mentor Program Started?” section of the policy.
- The group removed language in the “How does the Mentor Program Function?” section of the policy that is no longer relevant to the Council.
- **MOTION:** To approve the above amendments to the Mentor Guideline policy.
- **VOTE:** Motion passes. See column [7] for a vote breakdown.
- Council staff will bring suggested amendments to the policy to the next meeting.

11. Next Meeting Date & Agenda Items- VOTE

The next Membership Committee Meeting is tentatively scheduled for Thursday, March 9th 2017, 25 Van Ness, 8th Floor Conference Room, SF CA from 3:00-5:00 pm.

Parking Lot: Council meeting times that are more accessible for people who work.

12. Adjournment

- The Meeting was adjourned at 4:47 by Co-Chair Bargetto.

**Membership Committee**
HIV Community Planning Council

Roll Call: P=Present; A=Absent; E=Excused; L=Leave of Absence
Votes: Y=Yes; N=No; B=Abstain; R=Recused (deduct from quorum)


1. Richard Bargetto (Co-Chair) P Y Y Y Y Y Y Y
2. Ed Chitty P Y Y Y Y Y Y Y
3. Paul Harkin P Y Y Y Y Y Y Y
4. Ron Hernandez P Y Y Y Y Y Y Y
5. Andrew Lopez A - - - - - - -
6. Ken Pearce (Co-Chair) P Y Y Y Y Y Y Y
7. Gwen Smith P Y Y Y Y Y Y Y
8. Chip Supanich E - - - - - - -
9. Eric Sutter A - - - - - - -

### Roll Call for February 9th Membership Meeting

- Richard Bargetto
- Ed Chitty
- Paul Harkin
- Ron Hernandez
- Andrew Lopez
- Ken Pearce
- Gwen Smith
- Chip Supanich
- Eric Sutter
- Chuck Adams

**Votes:**

- **Y:** Marked by a yes vote
- **N:** Marked by a no vote
- **B:** Marked by an abstain vote
- **R:** Marked by a recused vote (deduct from quorum)
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